



JULY 2020

Position Announcement: Chief Diversity, Equity, and Inclusion Officer

Are you someone who is passionate about health care and education? The Physician Assistant Education Association (PAEA) is committed to transforming PA education and health care through leadership, innovation, and excellence in PA education. PAEA is the only national organization representing PA educational programs in the United States, and it delivers a large array of educational resources, products, services, and networking opportunities. PAEA is seeking a chief diversity, equity, and inclusion officer to join our team.

The Chief Diversity, Equity, and Inclusion Officer (CDEIO) is responsible for ensuring the Association's commitment to diversity and inclusion, as well as its vision for health equity, is lived across all aspects of the organization, supporting staff, PA faculty and students. A successful CDEIO will drive coalition-building with internal and external partners and stakeholders to advance research, policy, and PAEA's mission.

The CDEIO is a member of the PAEA senior leadership team and reports to the CEO.

Specific Responsibilities

- Lead Association-wide initiatives in diversity, equity, and inclusion (i.e., professional development and training, research, advocacy, policy development, systems, and practices analysis, communication, and educational programming).
- Supervise and direct the PAEA research team.
- Contribute to Association strategy and action as a member of the senior leadership team.
- Support peer leaders in decision-making that is informed by data, best practices, and emerging knowledge related to diversity and inclusion in education and the workplace.



- Partner with staff and members to foster a climate of respect for diversity, a commitment to inclusive educational programming, and the advancement of profession-wide diversity initiatives.
- Advocate within a regional and national community of scholars to advance inclusive excellence in PA and the broader health professions education and practice (e.g., research and scholarship).
- Collaborate with the senior leadership team and Board of Directors to advance equity, diversity, and inclusion as Association priorities.
- Lead, plan, and develop the organizational infrastructure for equity, diversity, and inclusion to meet the needs of the PA community and Association.
- Encourage ongoing program and association self-assessment to illuminate strengths, challenges, and gaps in the development and advancement of an equitable, inclusive climate for diversity.
- Direct, facilitate, and oversee research planning, implementation, and evaluating processes to inform policy, advocacy, and data-informed decision making.
- Liaise with PAEA committees, workgroups, and task force members.
- Supervise the Director of Research and team to advance research and provide dynamic leadership.
- Connect with national organizations and peer associations to share best practices and create and disseminate resources.
- Engage in member and Association initiatives to enhance and strengthen diversity recruitment programs for faculty, staff, and students.
- Represent the Association to all internal and external stakeholders with integrity, openness, and collaboration
- Perform other duties as assigned.

Minimum Qualifications

- A terminal degree (Ph.D., Ed.D, or similar) with 5 years of experience or MS degree with 10 years of experience and a record of accomplishment.
- Recognition of intersectionality in approaching diversity, equity, and inclusion with a specific understanding of how multiple statuses (e.g., race, gender, class, sexuality, nationality, religion, ability status, etc.) intersect to affect the experiences of staff, faculty, and students and the persons they serve.
- Ability to operationalize definitions of equity, diversity, and inclusion for the whole Association.
- Ability to work collaboratively to build individual capacity and commitment towards data-informed organizational change and growth.



- Demonstrated leadership experience with generating a positive environment of diversity, equity, and inclusion. Prior experience in similar roles with a track record of increased responsibilities.
- Prior experience in health professions education preferred.
- A record of exemplary personal and professional integrity and demonstrated ability to work effectively individually and as a member of a team in a collaborative, collegial way (experience needed).
- A record of service, scholarly work, and multiple research publications.
- Demonstrated experience with communicating a vision fostering equity, diversity, and inclusiveness (in a higher education or healthcare environment preferred).
- Understanding of equal opportunity, affirmative action, and knowledge of applicable federal and state laws, policies, and procedures related to Title IV, Title IX, Americans with Disabilities, and similar laws and regulations relevant to higher education and health professions education and practice
- The ability to travel and work evenings/weekends when needed

How to Apply

This position is classified as exempt by FLSA guidelines. Salary will be commensurate with experience.

Applications will be accepted until the position is filled. To apply, please send your cover letter, including relevant experience and motivation for application, and your CV/resume, to Lynn Heitzman, senior director, operations, at lheitzman@PAEAonline.org.

PAEA is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law.